



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

June 16, 2014

Teresa Keppel-Marek  
20923 93<sup>rd</sup> Street  
Anamosa, Iowa 52205

Dear Teresa,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe- <http://www.cpsc.gov/>

This letter is in regards to the June 13, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

**I did not find a smoke detector mounted in the dining room area on the main floor. Mount a smoke detector in the dining room/kitchen area.**

☐ 110.5(1) t- Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage.

**You did not have documentation this has been done within the past 12 months. Get this testing done and keep the documentation that the septic/sewer system is without leakage and functioning properly.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**I did not find a physical or immunization record for Christian in your provider file. Get a copy of these items and place it in your provider file.**

☐ 110.5(2) c- An individual file is maintained for each staff assistant and contains:

☐ 110.5(2) c- Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**I did not find this information in the assistant file for Valerie. If she has a current certificate for this get a copy and put it in her assistant file. If it has expired she will need to take this training as soon as possible.**

☐ 110.5(2) d- An individual file is maintained for each substitute and contains:

☐ 110.5(2) d- Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**I did not find this information in the assistant file for Valerie. If she has a current certificate for this get a copy and put it in her assistant file. If it has expired she will need to take this training as soon as possible.**

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

**A number of files need updated paperwork including Ko, W, Av, Ka, Z**

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**I did not find this information in the file for Ka**

**When a preschool aged child starts in your care you need to get a copy of a physical dated within the past 12 months.**

☐ 110.5(8) d- For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**I did not find this information in the file for M and K.**

**When a school-aged child starts in your care you need to get a copy of a physical dated within the past 12 months.**

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Physicals for Av and Z are more than a year old. Get a copy of a physical dated within the past 12 months and place it in their file.**

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**Did not find in file for M, W and K**

**I have enclosed a form parent's can use to meet this requirement. They need to complete and sign this statement annually.**

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

**Did not find in the file for Av. Get a copy of the Iowa Dept. Public Health immunization certificate for this child and place it in their file.**

☐ 110.5(10) Substitutes

☐ 110.5(10) e- The provider maintains a written record of the number of hours substitute care is provided, including

**You reported you do not record use of substitute hours. I have enclosed a form you can use for this. Whenever a substitute is used you need to complete this sheet and track the**

**hours on a monthly basis.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules. Please sign and date below, and return this form in the provided envelope by: July 28, 2014**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Cindy Heck 319/538-8464).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://cmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).